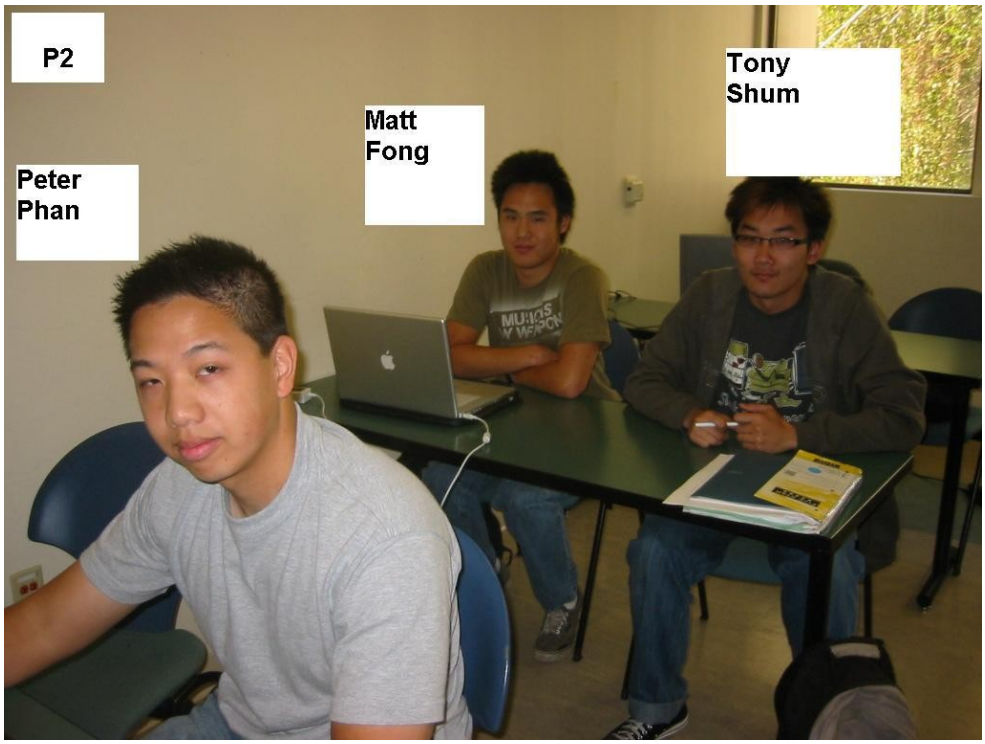
Team #P2

San Mateo County Transit District Internal Website Revamp

Version #5

Last Update: Dec. 9, 2008

Scheduled Presentation Date: Nov. 19, 2008



Not pictured: Vanessa Tam

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Google Documents
Holder: Peter Phan

Key responsibilities Table:

Activity	Name of the member of the team that is responsible for the activity (task)
Risk Analysis Tables	Peter, Matt
PERT chart	Peter
Gantt chart	Matt
Users Guide – Product use, end user	Vanessa
Users Guide – Installation	Tony
Users Guide - Enhancements and Service Information	Tony, Vanessa

Tracking of the Delivery of Project Plan Copies delivery to the Project Sponsor:

Project Plan Version Delivered	Date the copy was delivered:	Copy type that was delivered: Hard copy or Soft Copy?
PP V1	Not sent	-
PP V2	Oct. 21, 2008	Soft copy
PP V3	Nov. 04, 2008	Soft copy
PP V4	Nov. 19, 2008	Soft copy
PP V5	Dec. 08, 2008	Soft copy

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This test will be implemented by Matt Fong during the Monday 9AM weekly meetings at the San Mateo County Transit District Offices. He will be testing while connected directly to the network to make certain that the functions of the website are working properly. The testing will be scheduled for the week of November 23.
We will inform our sponsors if this changes.....39

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Section 1 – Project Plan

1.1 Project Overview

1.1a Existing System

The existing system that SamTrans uses is an internal website named Depot used by different departments to provide company information to internal employees. The sponsor would like to keep the existing system, but needs to update the design and interface to make the internal website user friendly.

1.1b Objectives

The objectives of this project is the improve and simplify the SamTrans internal website. Our sponsor, Bill Likens the head of the SamTrans IT, and Roderico Bagain the Internal Webmaster, have given us access to the website and it is our goal to eliminate dead links and redundancy, simplify it, all while maintaining all of the original content and expected company and web standards. First and foremost we have to understand what we have to accomplish. Fully comprehending what our goals are is mandatory. After understanding our goals, we then have to plan everything out. We must assign basic assignments and goals for each team member. We will have to schedule a weekly meeting, with probably a phone meeting in between each week. If a member is not able to attend, an informative email identifying key points will be sent out, as well as a more detailed verbal phone call or face to face chat.

Maintaining communication with Bill and Rod (what we call our sponsors) is essential for them to monitor our progress. If there is a mistake or a slow pace, they should be able to detect it much quicker than if we do not have a constant line of communication. Keeping communication with the sponsors, team members, and the class instructor are needed.

Project reviews/requirements (located starting in Appendix A, page 23) will be monitoring if the development will result in a delivery on time (must be finished by 12/10/08), within budget (resources), the quality that Sponsor expects, and what our meeting schedule will be. Our team meets Bill and Rod at the SamTrans headquarters in San Carlos, CA. Conferences on the web or telephone are done at our homes. Our objective is to make a user - friendly website for the San Mateo County Transit District. User friendly means that the SamTrans employees (users) will have an easy and short time figuring out and learning the new website. Employees should be able to find what they need in a shorter amount of time than the old site.

We will provide a manual to show the sponsor how to use the system, how to install the system and how to do updates to the system.

Following will be delivered at the end of the project:

- Web Pages – working webpage with working links as well as photographs of SamTran's trains and logos with the companies within SamTrans (i.e. Caltrain)
- User Guide, Service Guide and Installation Guide

1.1c Constraints

The project is limited by having trouble finding the coder (Roderico Bagain) who coded the site caused a delay. We had initially met the sponsor/IT Director (Bill Likens), but not the Systems Analyst (Roderico Bagain) at SamTrans, because he was not working that day.

Another constraint is the time in which we have to complete the project. We only have a within a semester to complete the project, shortened with the coder problem. We have to plan out what is needed to be completed based on our limited schedule.

The type of code to use has been set. Using HTML, CSS, and possibly ASP.NET has been assigned to us to use. HyperText Markup Language (HTML), is the predominant markup language for Web pages. Cascading Style Sheets (CSS) is a simple mechanism for adding style (e.g. fonts, colors, spacing) to Web documents. ASP.NET is a web application framework developed and marketed by Microsoft, that programmers can use to build dynamic web sites, web applications and web services.

1.1d Project Sponsor and Deliverables

The project sponsor is the San Mateo County Transit District. The project is authorized by Bill Likens, Director of Information Technology, who is also the end user. Bill will authorize all the decisions suggested by the team. The team will create for the sponsor any web pages needed on to make the internal website user friendly. The sponsor will provide access to the system as well as images (Samstar trademark as well as pictures of trains and Samtrans products) and logos needed for the website. We will also provide a user manual for future use by the sponsor as well as training for Bill.

1.2 Feasibility Assessment, Risk and Contingency Plans

1.2a Feasibility Assessment

The project feasibility is good. The team is working hard to find create a great product. Enough information has been provided by the sponsor to complete the task. Current progress is behind, but definitely doing better each day; team members are all contributing; and updates are delivered to sponsor regularly.

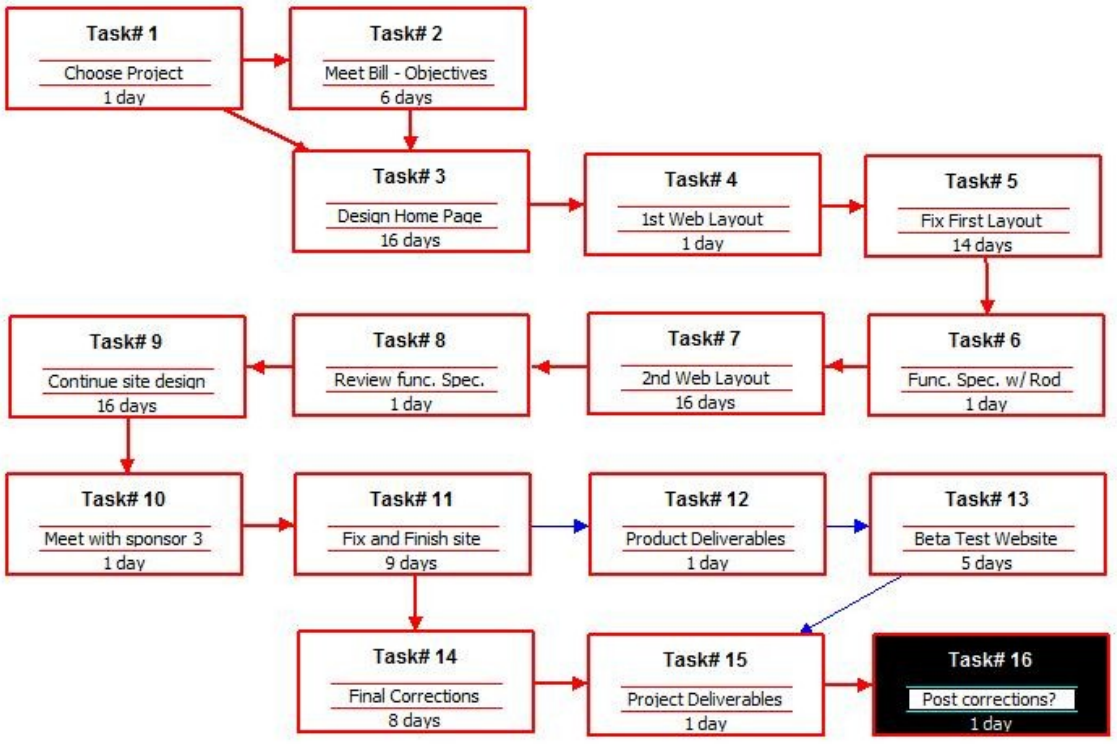
Why is Your Project Feasible?

Our project is feasible, because we are capable of accomplishing the tasks. Each person has different and complementary skills that the team can utilize. 4 people are definitely enough tea members to complete this task. We all have our own schedules, but we are able to make time to commit and accomplish completing this website. Our communication lines are open as we all have each other's cell phone numbers and email addresses.

To complete the project, no money is needed. All we need it software and computer access. The basic software is text editors to put code in, which each member already has. 3 out of 4 of us have laptops and all of us have access to the computer lab upstairs in the San Jose State BBC building. We are able to work in the SamTrans internal website as our sponsor gave each of us our own unique username and password to its website.

A timetable has been set for the project (early December delivery) and we feel it's an ample amount of time for completing this project. Whenever we run into the problems, we rely on each other for help. For additional assistance, we can go to our sponsor and class instructor for questions and advice. We also are able to contact Rod (Roderico Bagain the Internal Webmaster) to help answer the more technical questions regarding the project.

PERT Chart



CP: T1+T2+T3+T4+T5+T6+T7+T8+T9+T10+T11+T14+T15+T16

CP: 1+6+16+1+14+1+16+1+16+1+9+8+1+1 = 92 days

1.2 Feasibility Assessment, Risk and Contingency Plans (cont)

1.2b Project Risks

The project risks for our project are small to medium. The anticipated problems that the project might face are:

1. **Group misinterprets what is desired/expected by sponsor, slowing down progress –** There are times where the production group is instructed to make designs on what the sponsor desires. Sometimes the end result does not match what sponsor desired

2. **Project size may require more time than what we have in the semester**

3. **Difficulties in the technical specifications of the project –** Unfamiliar programming was introduced (ASP.NET)

4. **Not meeting design specifications (implementation decisions that may create problems) –** Original layout was deemed unsatisfactory

5. **Team and sponsors have conflicting schedules. -** The full team is only available in person on Fridays and weekends, while the sponsor is available Monday and Thursday. Teleconferencing is needed.

6. **Frequent changes by sponsor –** Sponsor requests adding more material to webpage, such as more links and incorporating from the public sites.

7. **Lack of contribution from some team members –** Has not been a problem

Probability and Impact for Risk Factors:

	Problem	Expectation	Impact	Severity
1	Group misinterprets what sponsor desires	6	8	48
2	Project size may require more time than what we have	2	9	18
3	Not being knowledgeable on technical spec.	2	8	16
4	Not meeting design specification s	1	5	5
5	Conflicting schedules	3	5	15
6	Frequent changes by sponsor	3	10	30
7	Lack of contribution from some team members	2	8	16

Table 1

1.2 Feasibility Assessment, Risk and Contingency Plans (cont.)

1.2c Contingency Plans

The project consists of the following contingency plans in case some problems appear along the way:

#	Problem	Sev erity	Contingency Plan	Responsible Person
1	Group misinterprets what sponsor desires	48	Communicate with sponsors and make sure we have the requirements correct	Matt
2	Project size may require more time than what we have	18	Make weekly checkpoints	Vanessa
3	Not being knowledgeable on technical spec.	16	Get further help from outside sources, textbooks, teachers, etc.	Peter
4	Not meeting design specifications	5	Inform sponsors and get help from outside sources	Tony
5	Conflicting schedules	15	Tele-Conferences, available members meet with sponsor	Tony
6	Frequent changes by sponsor	30	Meet with sponsor and negotiate with them to finalize the specification of the project.	Tony
7	Lack of contribution from some team members	16	Motivate members	Vanessa

Contingency Matrix

Table 2

1.3 Project Procedures

1.3a Client Interaction

Contact with the client will primarily be via e-mail between the project sponsors (Bill and Rod) and the team members (Matt, Tony, Peter and Vanessa). The primary team contact is Tony. We will give the contact oral or written e-mail updates every other week. As progress is made, the team will meet with the contact to get approval.

1.4 Project Resources

1.4a Human Resources

The human resources needed to complete the project consist of the following:

Project Team Members	Contact Information	Expertise
Tony Shum	mail@tshum.net	Knowledgeable in web development and graphics
Matt Fong	mrfong1017@gmail.com	Knowledgeable in basic web development
Peter Phan	phanpeter43@yahoo.com	Knowledgeable in basic web development
Vanessa Tam	vytam@sbcglobal.net	Knowledgeable in web development and graphics
Client (Sponsor)		
Bill Likens	likensw@samtrans.com	Director of Information Technology. Most knowledgeable employee on IT within the company
Roderico Bagain	bagainr@samtrans.com	Most knowledgeable employee on the intranet site.
SJSU Experts		
Prof. Dushan Gasich	gasich_d@cob.sjsu.edu	Professor teaching project management for a number of years and will help with adjusting project plan and product

Table 3

1.4b Space Resources

The space resources needed to complete the project consist of:

- Team Meeting Site
  - BC 103 at SJSU
- Work Site
  - San Mateo County Transit Department

1.4c Hardware/Software Resources

The Hardware/Software needed to complete project consists of:

- Access software and PC's. Sponsor offered basic resources such as software, but each member has their own computer access and text editor software already

Student Team's Resources:

- PC, laptops, USB Storage, cell phones
- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Project. Email addresses, Web Editor (Dreamweaver & TextPad), Adobe design products (Photoshop, InDesign, Illustrator, etc.), Browsers (IE 7)

Sponsor's Resources:

- Hardware – PC computers
- Software - Microsoft Word, Excel, PowerPoint, IE7
- Data from SamTrans database (Oracle 10g Server)

- Items such as previous Depot code and attached pictures (logos, trademarks, trains) that belong on the site

Verify that Sponsor has all needed resources:

Resource	Student Team	Sponsor IT office
PCs	All have Laptops	Using desktops
USB storage	All have USB Storage	Sponsor has USB Storage
Server		Windows 2003 Server running Internet Information Services
Intranet access	Remote access to the intranet server	Internal and remote access

1.4d Other Resources

Other resources needed to complete the project consist of:

- ASP.NET 2.0 with .NET Framework 2.0, 3.0 and 3.5
- ASP.NET applications can be written in Visual Basic.NET or C#.NET
- SQL Server 2005
- Oracle 10g Server that will be hosting the WebPages and the Database. Make sure that the security requirements were met.
- URL that will be use to initiate Homepage.

1.5 Project Schedule

1.5a Project Schedule

This project requires three parts that need to be completed in order to succeed in this project. The project first requires that we redesign the internal website of SAMTRANS, both the look and feel of the website, and the usability of the website. Secondly, we must make reports and document the changes we've made. The last portion is the training of how to use and maintain this website, at which we will give the sponsor. To complete this project, we've created the following timeline.

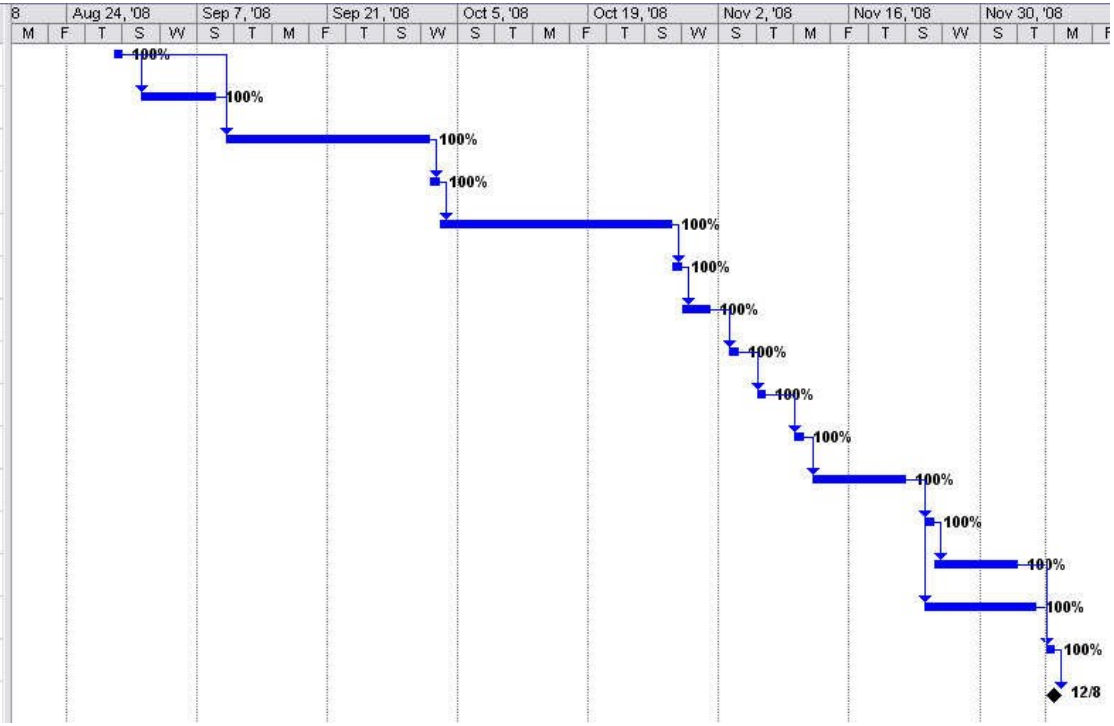
- **8/29/2008 - 8/29/2008: The team must choose a project in class.**
- **9/1/2008 – 9/8/2008: The team must first meet with the sponsor to discuss the requirements and specifications for the new website. The team must also look at the current website, and see what the future website must entail.**
- **9/9/2008 – 10/1/2008: The team must begin the project plan, and the team must also start the initial website design.**
- **10/2/2008 – 10/21/2008: The team must edit the first version of the project plan, and present to the class its progress.**
- **10/22/2008 – 10/24/2008: Team will make any more final corrections to the initial website revamp, and turn in version 2 of project plan.**
- **10/24/2008 – 11/4/2008: The team will submit their revamped website to the sponsor at which the sponsor will have a side link on their current site, to allow the employees to test the new website design. The team will also be updating the project plan as the project progresses.**
- **11/5/2008 – 11/31/2008: The team will continue to update the project plan, and will receive feedback from the employees using the internal website. All feedback from the employees will be taken into consideration, and all changes will be made to parts of the website that need to improved or fixed.**
- **12/1/2008 – 12/10/2008: The team will make final corrections to the website and project plan, and will turn the hard copy of the Project Plan V5 and the CD with all deliverables on it.**

The major portions of the project will be to first redesign and renovate the old website. The next portion will be to make sure it meets the needs of its end users. The last portion will be to make sure that the user guides for training are well written, and given to the sponsor.

1.5 Project Schedule (cont)

1.5b Gantt chart

	Task Name
1	Choose Project
2	Meet with Sponsor- Get Objectives
3	Design Home Page
4	Present First Website Layout
5	Fix first website design and layout
6	Functional Spec with Rod
7	Second Web Layout
8	Review Functional Spec with Rod
9	Continue Site Design
10	Meet with Sponsor
11	Fix and Finish Web site
12	Product Deliverables
13	Beta Test Website with Samtrans
14	Make Final Corrections
15	Project Deliverables
16	Turn in Final Project



Gantt Extension Chart

We identified 19 Tasks that have to be done on a project and we arrange them in a table:

#	Task name	Duration	Comments (dependencies)
1	Choose Project	1 day	Start Friday 8/29/2008
2	Meet with sponsor- Get Objectives	6 days	"Predecessor" to this task is "choose project"
3	Design front Homepage	16 days	“Design Front Hompage” has “predecessor” tasks, "Choose Project" and “Get Objectives”
4	Present first website layout	1 day	Can’t present unless “begin website redesign” has been completed
5	Fix first website design & layout	14 days	Has “predecessor” task of “Present first website layout”
6	Meet with sponsor- Discuss Functional Spec with Rod	1 day	Has “predecessor” task of “fix first website design & layout”
7	Second Web Layout	7 days	Has “predecessor” task of “Functional Spec with Rod”
8	Review Functional Spec with Rod	1 day	Cannot start until “Second Web Layout” has been completed.
9	Continue Site Design	7 day	Cannot begin until “Review Functional Spec with Rod” is completed.
10	Meet with sponsor	1 days	Has “predecessor” task of “Continue Site Design.”
11	Fix and Finish Website	8 days	Cannot start unless “Meet with Sponsor” has been completed.
12	Product Deliverables	1 day	Has “predecessor” task of “Fix and Finish Website”
13	Beta test website with Samtrans	8 days	Has “predecessor” tasks of “Fix and Finish Web Site” and “Product Deliverables.”
14	Make Final Corrections	6 days	Cannot begin until "Fix and Finish Web site" is completed.
15	Project Deliverables	1 day	Cannot begin until "Beta Test Website with Samtrans" and “Make Final Corrections" are completed.

16	Turn in Final Project	1 day	Cannot start task until “project Deliverables” have been completed.

1.6 Journal

1.6a Schedule of Team & Sponsor Meetings

Scheduled Team Meeting and intended agenda:	Scheduled Meeting with the Sponsor	Actual Date/ Time of Meeting	Participants Present at Meeting and subjects covered (actual subjects). State who from Sponsor’s office participated if it is a Sponsor meeting.
09/03/2008 after class		09/03/2008 after class	Matt, Peter, Tony, Vanessa: Preparation for meeting with sponsor.
	9/5/2008	9/5/2008 11:30	Matt, Peter, Tony, Vanessa, Bill (sponsor): Initial meeting to view the intranet website, discussed what we needed to do, and received remote access.
09/10/2008 after class		09/10/2008 after class	Matt, Peter, Tony, Vanessa: Discussed roles and what we needed to work on.
09/17/2008 after class		09/17/2008 after class	Matt, Peter, Tony, Vanessa: Update status
09/24/2008 after class		09/24/2008 after class	Matt, Peter, Tony, Vanessa: Preparation for second meeting with sponsor.
	10/2/2008	10/2/2008 2:15	Matt and Tony: Went to Samtrans to present initial homepage. Get feedback from sponsor and Rod
10/08/2008 after class		10/08/2008 after class	Matt, Peter, Tony, Vanessa: Discussed the process of the site.
10/15/2008 after class		10/15/2008 after class	Matt, Peter, Tony, Vanessa: Discussed the process of the site.
10/18/2008, 11:30am		10/18/2008, 11:30am	Matt, Peter, Tony, Vanessa: Discussed the progress of the site and project plan.
10/22/2008 after class		10/22/2008 after class	Matt, Peter, Tony, Vanessa: Discussed the process of the site.
	10/28/2008 at SamTrans	10/28/2008 at 10:00am	Professor Gasich, Matt, Peter discussed the progress of the project as well as finally establishing set goals and future meetings

	11/03/2008 at SamTrans	11/03/2008 at 9:00am	Matt & Peter: Discuss Project plan V3 and proposed front page for the SamTrans home page and present it to Bill & Rod
11/5/2008 after class		11/5/2008 after class	Matt, Peter, Tony, Vanessa: Establish final idea for the website. As in no more drastic changes, just what was approved by sponsor and team
	11/6/2008 teleconference	11/6/2008 at 11:00am	Matt, Peter, Tony, Vanessa: Discuss look and feel of the site and discuss when the site will be completed with Bill & Rod
	11/10/2008 at SamTrans	11/10/2008 at 9:00am	Matt & Vanessa: Discuss titles on the menu bar & other parts of the website
11/12/2008 after class		11/12/2008 after class	Matt, Peter, Tony, Vanessa: Assign goals to finally finish the product such as what more needs to be added and when should it be done based off 11/10's meeting
	11/13/2008 teleconference	11/13/2008 at 8:00am	Matt, Peter, Tony, Vanessa: Discuss what we are adding to the site and each member's tasks with Bill & Rod
	11/17/2008 at SamTrans	11/17/2008 at 9:00am	Tony & Vanessa: website shown to some internal users as well as sponsor. Rod advises for the menu to match their departments exactly and discussed other details
11/19/2008 after class		11/19/2008 after class	Matt, Peter, Tony, Vanessa: Finish final look of product to the point where we feel only content needs to be added
	11/20/2008 teleconference	11/20/2008 at 8:00am	Matt, Peter, Tony, Vanessa: Make sure that sponsor approves of final look and feel of the product with Bill & Rod
	11/24/2008 at SamTrans	11/24/2008 at 9:00am	Matt & Peter to Bill & Rod: Beta site should be up and running already and discuss if product is feasible enough to run on its own
11/26/2008 after class		11/26/2008 after class	Matt, Peter, Tony, Vanessa: Finish project plan along with the end of the product. Plan to finish by the weekend
	12/01/2008 at SamTrans	12/01/2008 at 9:00am	Matt & Peter: Review all that has been done and what final touches will be needed for a finished product to Bill & Rod
12/03/2008 after class		12/03/2008 after class	Matt, Peter, Tony, Vanessa: Gather all the work that has been done and plan out how it will be presented to teacher and sponsor
	12/04/2008 teleconference	Teleconference cancelled	Matt, Peter, Tony, Vanessa: Discuss any last minute fixes/additions with Rod & Bill
	12/08/2008 at SamTrans	12/08/2008 at 9:00am	Matt, Peter, Vanessa: Present final product with documentation and deliverables to Bill & Rod
12/10/2008		12/10/2008 at class start	Matt, Peter, Tony, Vanessa: Turn in Project Plan V5 and CD containing deliverables to Professor Gasich

Table 4

1.6b Communication Log

Date	Type of Contact	Topic	Participants
9/2/2008	E-mail	Draft E-mail to send to sponsor.	Matt, Peter, Tony, Vanessa
9/5/2008	E-mail	Discuss meeting with sponsor.	Matt, Peter, Tony Vanessa
9/8/2008	E-mail	Access to Samtran's Intranet.	Matt, Peter, Tony, Vanessa, Bill (Sponsor)
9/11/2008	E-mail	Schedule the next meeting.	Matt, Peter, Tony, Vanessa, Bill (Sponsor)
9/12/2008	E-mail	Discuss the Project Objective.	Matt, Peter, Tony, Vanessa
9/17/2008	E-mail	Discussed the first draft of the site	Matt, Peter, Tony, Vanessa
9/18/2008	E-mail	Preview of the first concept for project.	Matt, Peter, Tony, Vanessa
9/22/2008	E-mail	Discuss the first draft of the site with sponsor.	Matt, Peter, Tony, Vanessa, Bill (Sponsor)
9/23/2008	E-mail	Feedback from sponsor about the concept of site.	Matt, Peter, Tony, Vanessa, Bill (Sponsor)
9/24/2008	E-mail	Discuss project plan.	Matt, Peter, Tony, Vanessa
9/26/2008	E-mail	Discuss meeting with team member.	Matt, Peter, Tony, Vanessa
9/28/2008	E-mail	Discuss charts for the project plan.	Matt, Peter, Tony, Vanessa
10/1/2008	E-mail	Discuss project plan.	Matt, Peter, Tony, Vanessa
10/1/2008	E-mail	More feedback from sponsor.	Matt, Peter, Tony, Vanessa Rob (samtran's employee)
10/3/2008	E-mail	Discuss the next meeting time with sponsor.	Matt, Peter, Tony, Vanessa
10/4/2008	E-mail	More feedback from sponsor.	Matt, Peter, Tony, Vanessa
10/6/2008	E-Mail	Discuss the next meeting	Matt, Peter, Tony, Vanessa
10/7/2008	E-Mail	Project Plan discussion	Matt, Peter, Tony, Vanessa
10/8/2008	E-mail	Project Plan progress discussion	Matt, Peter, Tony, Vanessa

10/10/2008	E-mail	More feedback from sponsor.	Matt, Peter, Tony, Vanessa
10/12/2008	E-mail	Discuss information regarding the when to release beta version of site to sponsor.	Matt, Peter, Tony, Vanessa
10/12/2008	E-Mail	Discuss project plan	Matt, Peter, Tony, Vanessa
10/16/2008	E-mail	Website Status discussion	Matt, Peter, Tony, Vanessa, Rod (sponsor)
10/18/2008	E-mail	Inform sponsor that there might be a possible delay in releasing the beta version of the site	Matt, Peter, Tony, Vanessa
10/19/2008	E-mail	Discuss project plan	Matt, Peter, Tony, Vanessa
10/21/2008	E-mail	Discuss progress with website	Matt, Peter, Tony, Vanessa, Bill and Rod (Sponsor)
10/22/2008	E-Mail	Discuss project plan progress	Matt, Peter, Tony, Vanessa
10/23/2008	E-Mail	Discuss next meeting	Matt, Peter, Tony, Vanessa
10/24/2008	E-mail	Website Design Feedback	Matt, Peter, Tony, Vanessa , Bill and Rod (Sponsor)
10/24/2008	E-mail	Discuss feedback from sponsors, ways to improve, next meeting and project plan	Matt, Peter, Tony, Vanessa
10/28/2008	E-mail	Discuss setting up a meeting with SamTrans	Matt, Peter, Tony, Vanessa
10/29/2008	E-Mail	Documentation of the meeting	Matt, Peter, Tony, Vanessa
10/30/2008	E-mail	Discuss layout for the Depot Website	Matt, Peter, Tony, Vanessa
10/31/2008	E-Mail	Discuss new design for the website	Matt, Peter, Tony, Vanessa
11/2/2008	E-Mail	Project Plan version 3 discussion	Matt, Peter, Tony, Vanessa
11/3/2008	E-Mail	Summary of SamTrans Meeting	Matt, Peter, Tony, Vanessa
11/3/3008	E-Mail	Discuss testing procedures	Matt, Peter, Tony, Vanessa
11/4/2008	E-mail	Discuss teleconference meeting	Matt, Peter, Tony, Vanessa, Rod and Bill (sponsors)

11/4/2008	E-Mail	Discuss Project Plan v3	Matt, Peter, Tony, Vanessa
11/6/2008	E-Mail	Discuss design alternatives	Matt, Peter, Tony, Vanessa, Rod and Bill (sponsors)
11/6/2008	E-Mail	Discuss redesigning the Depot Website	Matt, Peter, Tony, Vanessa
11/7/2008	E-Mail	Discuss Project Plan v3 feedback	Matt, Peter, Tony, Vanessa
11/9/2008	E-Mail	Discuss the site presentation for meeting	Matt, Peter, Tony, Vanessa
11/10/2008	E-Mail	Discussed the left hand drop down menu on website	Matt, Vanessa, Bill (sponsor)
11/10/2008	E-Mail	Summary of the SamTrans Meeting	Matt, Peter, Tony, Vanessa
11/12/2008	E-Mail	Discuss updated website	Matt, Peter, Tony, Vanessa
11/13/2008	E-Mail	“About Us” page description	Matt, Vanessa, Bill (sponsor)
11/13/2008	E-Mail	Website design feedback	Matt, Peter, Tony, Vanessa, Rod and Bill (sponsors)
11/14/2008	E-Mail	Discuss Project Plan	Matt, Peter, Tony, Vanessa
11/15/2008	E-Mail	Discuss Project Plan Corrections	Peter, Vanessa
11/16/2008	E-Mail	Discuss Updated index page	Matt, Peter, Tony, Vanessa
11/16/2008	E-Mail	Discuss Project Presentations	Matt, Peter, Tony, Vanessa
11/16/2008	E-Mail	Discuss Installation Guide	Matt, Peter, Tony, Vanessa
11/17/2008	E-Mail	Discuss upcoming meeting with SamTrans	Matt, Peter, Tony, Vanessa
11/17/2008	E-Mail	Summary notes of meeting with SamTrans	Matt, Peter, Tony, Vanessa
11/17/2008	E-Mail	Sent revised testing procedure	Matt, Peter, Tony, Vanessa, Rod and Bill (Sponsors)
11/18/2008	E-Mail	Discuss Gantt chart	Matt, Peter, Tony ,Vanessa
11/18/2008	E-Mail	Discuss Project Presentations	Matt, Peter, Tony, Vanessa
11/18/2008	E-Mail	Discuss Section 3.2 of Project Plan	Matt, Peter, Tony, Vanessa
11/18/2008	E-Mail	Discuss and finalize Project Plan version 4	Matt, Peter, Tony, Vanessa

11/19/2008	E-Mail	Discussed revised testing procedure	Matt, Peter, Tony, Vanessa, Rod and Bill (Sponsors)
11/20/2008	E-Mail	Discuss Web Apps for website	Matt, Peter, Tony, Vanessa, Rod and Bill (Sponsors)
11/20/2008	E-Mail	Discuss Beta Testing	Matt, Peter, Tony, Vanessa
11/21/2008	E-Mail	Discuss Website completion	Matt, Peter, Tony, Vanessa, Rod and Bill (Sponsors)
11/21/2008	E-Mail	Discuss User Feedback	Matt, Peter, Tony, Vanessa, Rod and Bill (Sponsors), SamTrans IT User Group and IT Department
11/24/2008	E-Mail	Discuss SamTrans Site meeting results	Matt, Peter, Tony, Vanessa
11/25/2008	E-Mail	Discuss SamTrans website corrections	Matt, Peter, Tony, Vanessa
11/30/2008	E-Mail	Prepared for SamTrans meeting	Matt, Peter, Tony, Vanessa
12/1/2008	E-Mail	Discuss SamTrans Site meeting results	Matt, Peter, Tony, Vanessa
12/2/2008	E-Mail	Discuss closing project	Matt, Peter, Tony, Vanessa, Rod and Bill (Sponsors)
12/2/2008	E-Mail	Discuss testing procedure	Vanessa and Bill (Sponsor)
12/4/2008	E-Mail	Discuss Project Plan version 5	Matt, Peter, Tony, Vanessa
12/5/2008	E-Mail	Discuss Project Plan version 5	Matt, Peter, Tony, Vanessa
12/7/2008	E-Mail	Discuss final delivery of project	Matt, Peter, Tony, Vanessa, Rod and Bill (Sponsors)
12/7/2008	E-Mail	Discuss Project Plan Guides updates	Matt, Peter, Tony, Vanessa
12/7/2008	E-Mail	Discuss updates to the communication log	Peter, Vanessa
12/8/2008	E-Mail	Discuss delivery of final product	Matt, Peter, Tony, Vanessa, Bill
12/8/2008	E-Mail	Discuss product not yet complete	Matt, Peter, Tony, Vanessa, Professor Gasich
12/8/2008	E-Mail	Discuss problem with log in accounts on internal site	Matt, Peter, Tony, Vanessa, Rod and Bill
12/8/2008	E-Mail	Rod responding that he reset our passwords to site	Matt, Peter, Tony, Vanessa, Rod and Bill
12/8/2008	E-Mail	Indicated fixed link, completing the website	Matt, Peter, Tony, Vanessa, Professor Gasich, Rod, and Bill
12/9/2008	E-Mail	Bill indicated that product was accepted	Matt, Peter, Tony, Vanessa, Professor Gasich, Rod, and Bill

12/9/2008	E-Mail	Professor Gasich reminder to turn in hard copy Project Plan V5 and CD on 12/10/08	Matt, Peter, Tony, Vanessa, Professor Gasich

Table 5

1.6 Journal (cont)

1.6c Sponsor Information

- **Sponsor Company:** San Mateo County Transit District
- **Contact Name:** Bill Likens
- **Contact Department:** IT
- **Contact Title:** IT Director
- **Contact Phone:** 650-508-7954 (work)
- **Contact E-Mail:** likensw@samtrans.com
- **Sponsor's URL:** http://www.samtrans.com/

Alternate contact in Sponsor's office:

- **Alternate Sponsor:** San Mateo County Transit District
- **Contact Name:** Roderico Bagain
- **Contact Department:** IT
- **Contact Title:** Systems Analyst
- **Contact Phone:** 650-508-7960 (work)
- **Contact E-Mail:** bagainr@samtrans.com
- **Sponsor's URL:** http://www.samtrans.com/

--- End section 1 ---

Section 2 – Product Implementation Appendices

Appendices – Product Implementation

Appendix A: REQUIREMENTS

Copy of E-mail from Sponsor Defining Requirements

Dear Mr. Likens,

We are contacting you in regards to redesigning the current SamTrans website. We are San Jose State University students assigned to help revamp the SamTrans' internal website.

We would like to schedule a meeting with you, to discuss your needs and what we could help you with. Please feel free to e-mail us back or give us a call.

Peter Phan
Vanessa Tam
Tony Shum
Matt Fong

----- Original Message -----
From: Peter Phan <phanpeter43@yahoo.com>
To: Likens, William
Sent: Wed Sep 03 15:00:37 2008
Subject: Re: SJSU - website re-design

Hello Mr. Likens,

We would like to meet you on Friday, September 5th at 11:30am. I hope this is suitable time for you.

Thank you,
Peter, Vanessa, Matt, and Tony

----- Original Message -----
From: Likens, William <likensw@samtrans.com>
Subject: Re: SJSU - website re-design
To: "'phanpeter43@yahoo.com'" <phanpeter43@yahoo.com>
Date: Thursday, September 4, 2008, 10:41 AM

If I haven't already replied, yes, 1130 on Friday is fine. See you then.

Bill

-----Original Message-----
From: Matt Fong [mailto:mrfong1017@gmail.com]
Sent: Wednesday, October 29, 2008 4:41 PM
To: Likens, William; Bagain, Roderico
Subject: re: Summary of Tuesdays Meeting and Meeting Scheduling

Bill and Rod,

Here is the summary of our meeting on Tuesday. Objectives of this project is the improve and simplify the SamTrans internal website. Our sponsor, Bill Likens the head of the SamTrans IT, and Roderico Bagain the Internal Webmaster, have given us access to the website and it is our goal to eliminate dead links and redundancy, simplify it, all while maintaining all of the original content and expected company and web standards. Redesigning SamTrans' internal website will be a large and complicated task. But first and foremost we have to understand what we have to accomplish. Fully comprehending what our goals are is mandatory. After understanding our goals, we then have to plan everything out. We must assign basic assignments and goals for each team member. We will have to schedule a weekly meeting, with probably a phone meeting in between each week. If a member is not able to attend, an informative email identifying key points will be sent out, as well as a more detailed verbal phone call or face to face chat.

As for our meeting today in detail, some new items were spoken of. We spoke about the possibility of creating a top page above their current homepage, which was suggested by Professor Gasich. Matt is trying out that possibility to see if that would be the way to go. Professor also suggest that we should just set to improve the current home page and not actually create a whole new website from scratch, which is a good idea, but we need to know how to deal with that, which we can discuss with Rod. We also have to add all of the content. Nothing should be lost except for stuff like dead links and redundancy. Also, the organizational chart should be in a whole not pages of layers and layers. We need to add the logos/branding to the front page for sure. We should keep the samstar picture and possibly add other small pictures such as the one on the old site. Other details were that there was a new job page, which they will give us a link to, which all we have to do, is add in and renovate, not build. Overall, the front page or main page should not be so large as to have the user have to

scroll up and down for. We must make it as simple as possible, while maintaining a sort of feel and integrity of the original home site. The requirements for the site must be more user-friendly, and should be consolidated and organized in a cleaner way overall.

We also wanted to offer out the possibility of meeting Monday, November 3rd from 9:00 am to 10:00am. Please let us know, I will make an outlook meeting shortly.

Appendix B: Objectives of the Product

The objectives of this project are to improve and simplify the SamTrans internal website. Our sponsor, Bill Likens the head of the SamTrans IT, and Roderico Bagain the Internal Webmaster, have given us access to the website and it is our goal to eliminate dead links and redundancy, simplify it, all while maintaining all of the original content and expected company and web standards. Redesigning SamTrans' internal website will be a large and complicated task. But first and foremost we have to understand what we have to accomplish. Fully comprehending what our goals are is mandatory. After understanding our goals, we then have to plan everything out. We must assign basic assignments and goals for each team member. We will have to schedule a weekly meeting, with probably a phone meeting in between each week. If a member is not able to attend, an informative email identifying key points will be sent out, as well as a more detailed verbal phone call or face to face chat.

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Appendix C: Functional Specifications

The following are the inputs and outputs for the San Mateo County Transit District's internal website:

Section 1

- Inputs
  - Menu bar
  - Links to pages
- Outputs
  - Navigates users to the appropriate website.
  - Display useful information to employees that is easy to find– such as special offers for employees, job openings and documentation.

The San Mateo County Transit District's internal website, Depot, currently is hard for employees to navigate and find information. Depot should allow end users (employees) to easily find information pertaining to their job and company information such as job listings and special offers. The website also has departments with no information. The new website should eliminate the missing information. The new Depot site should also follow current standards by making it a dynamic site. A dynamic site allows for quicker page loading and it makes updates to the website easier for less technical personnel to update. This set up is ideal so San Mateo County Transit District can make frequent changes to their websites including text and image updates.

Appendix D: Sponsor's Review of the Functional Specifications

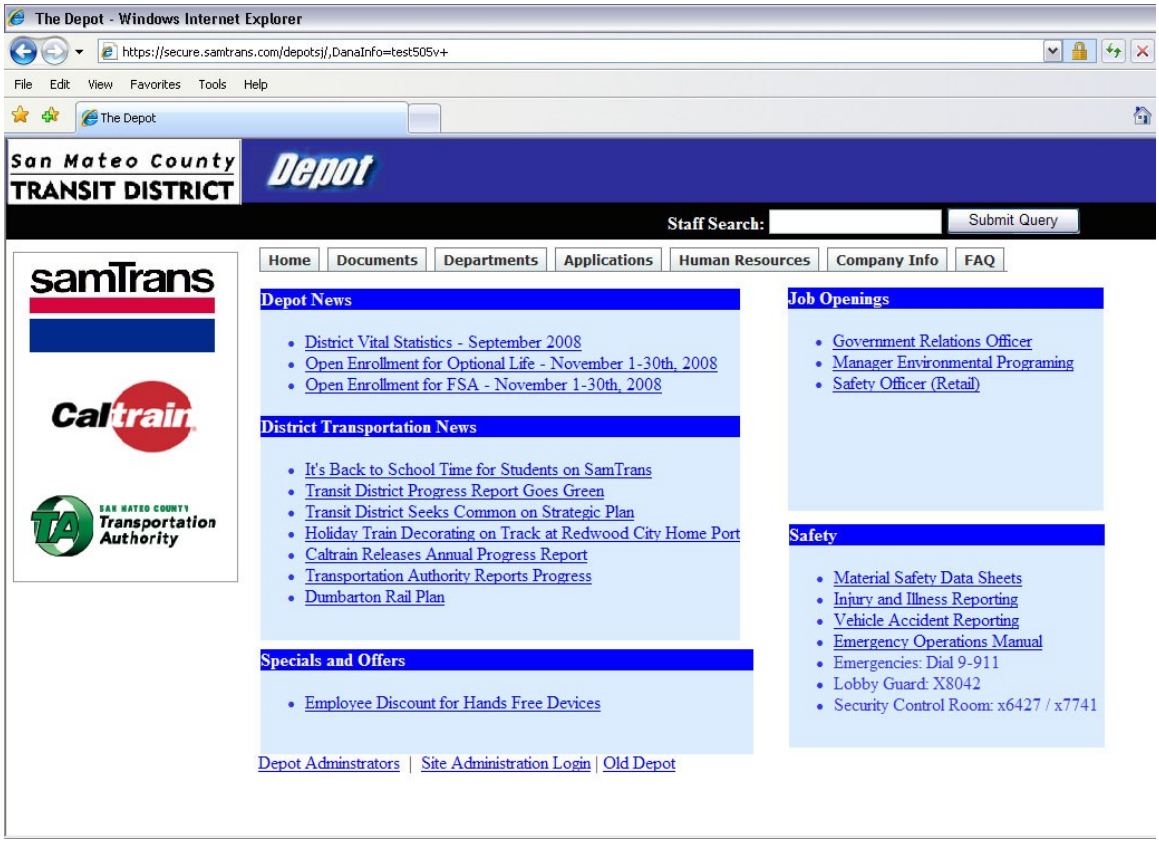
```
---------- Forwarded message ----------
From: Likens, William <likensw@samtrans.com>
Date: Fri, Oct 31, 2008 at 10:09 AM
Subject: RE: Summary of Tuesdays Meeting and Meeting Scheduling
To: Matt Fong <mrfong1017@gmail.com>, "Bagain, Roderico"
<bagainr@samtrans.com>


Matt,

Thanks for the comprehensive write up of what we discussed.  Looks
good, I'm find with all points mentioned.  See you on Monday Nov 3, at
9am.

Bill
```

Appendix E: User's Guide

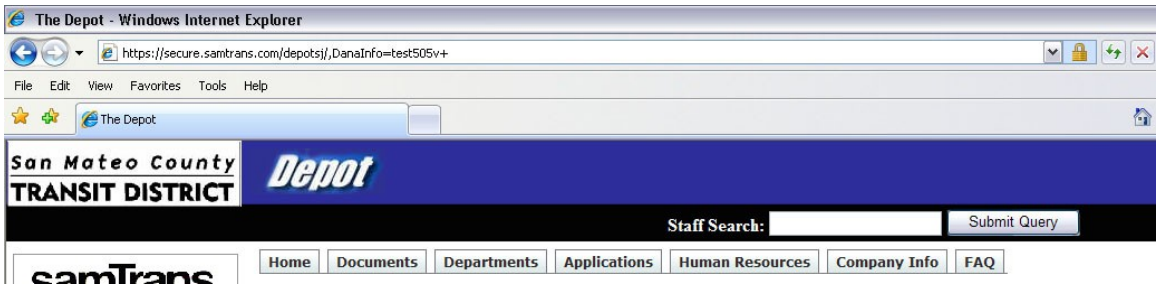
Tony Shum and Vanessa Tam will write the User Guides. Tony Shum will write the installation guide. Tony Shum and Vanessa Tam will write the Service Guide. Vanessa Tam will write the User Guide. They will be approximately 5 pages, starting from Section 3 of this Project Plan. The user guides will be included by November 5, 2008.

Appendix F: Design - Logic Specifications

Our design consists of two navigational menus – top and left navigation menus.



This is the menu bar on the web site. It will be shown on all web pages for easy navigation.

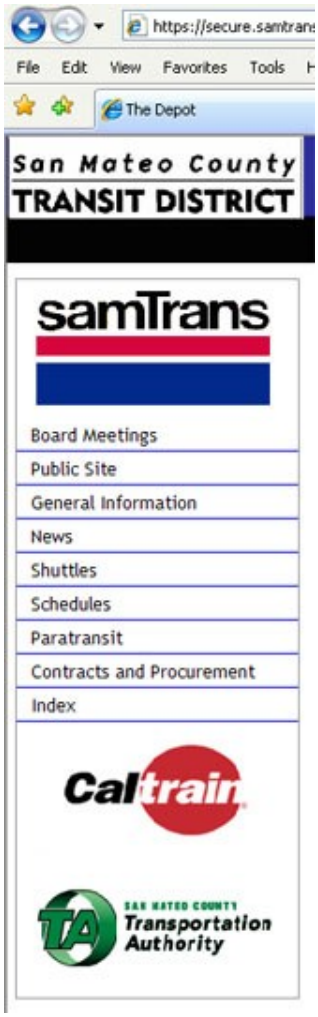


The top navigation tabs include:

- Home

Section 1

- Documents
- Departments
- District Web Applications
- Human Resources
- Company Information
- FAQ



The left navigation menu includes specific links for SamTrans, Caltrans and Transportation Authority. Each of the links has specific information pertaining to the individual entity. The links include:

- Board Meetings
- Public Site
- General Information
- News

Section 1

- Shuttles
- Schedules
- Paratransit
- Contracts and Procurement
- Index

Appendix G: Component Structure

The website will have a menu bar that will include links to the Home page, Documents, Departments, District Web Applications, Jobs, and Board Information. The menu bar will allow users to easily navigate to these main pages.

Appendix H: Module Interaction and Integration

The team will develop Web pages and send them to SamTrans for them to integrate into their current server.

Appendix I: Implementation

We created the HTML for the front page. This code will meet the objective of making the front page easier for end users to navigate and reduce clutter that is currently on the webpage.

```
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<meta http-equiv="Content-Type" content="text/html; charset=UTF-8" />
<title>The Depot</title>
<script type="text/javascript" src="dropdowntabs.js">

</script>

<link rel="stylesheet" type="text/css" href="stylesheet.css" />

<body>

<div id="bluemenu" class="bluetabs">
  <ul>
<li><a href="index.html">Home</a></li>
<li><a href="#" rel="dropmenu1_b">Documents</a></li>
<li><a href="#" rel="dropmenu2_b">Departments</a></li>
<li><a href="#">District Web Applications</a></li>
<li><a href="#">Job Openings</a></li>
<li><a href="#" rel="dropmenu3_b">More</a></li>
  </ul>
</div>

<!--1st drop down menu -->
<div id="dropmenu1_b" class="dropmenudiv_b" style="width: 160px;">
```

Section 1

```
<a href="#">Forms and Templates</a>
<a href="#">General Information</a>
<a href="#">Manuals and Training</a>
<a href="#">Policies and Procedures</a>
</div>

<!--2nd drop down menu -->
<div id="dropmenu2_b" class="dropmenudiv_b" style="width: 250px;">
<a href="#">Accessible Services</a>
<a href="#" rel="dropmenu4_b">Accounting Department</a>
<a href="#">Budget Department</a>
<a href="#">Bus Transportation</a>
<a href="#">Capital Program Support</a>
<a href="#">Contracts and Procurement</a>
<a href="#">Customer Service</a>
<a href="#">Distribution</a>
<a href="#">Engineering and Construction</a>
<a href="#">HR Department</a>
<a href="#">Information Technology Department</a>
<a href="#">Maintenance</a>
<a href="#">Marketing Department</a>
<a href="#">Operations Planning</a>
<a href="#">Payroll Department</a>
<a href="#">Planning and Development</a>
<a href="#">Public Information</a>
<a href="#">Quality Assurance</a>
<a href="#">Rail Transportation</a>
<a href="#">Risk Management</a>
<a href="#">Transportation Authority Program</a>
<a href="#">Treasury Department</a>
<a href="#">TVM Department</a>
</div>

<!--3nd drop down menu -->
<div id="dropmenu3_b" class="dropmenudiv_b" style="width: 135px;">
<a href="orgchart.html">Organization Chart</a>
<a href="#">IT Help Desk</a>
<a href="#">Employee Services</a>
<a href="#">Links</a>
</div>

<p><a href="#"><img src="front.jpg" alt="Welcome to Depot" width="478"
height="227"  border="0" style="position:absolute; top: 77px; left:
283px; z-index: 1" /></a></p>

<a href="http://www.samtrans.com"><img src="samtrans_logo.gif"
alt="samtrans" width="100" height="75"  border="0"
style="position:absolute; top: 403px; left: 289px; z-index: 0" /></a><a
href="http://www.caltrain.com"><img src="caltrain_logo.gif"
```

Section 1

```
alt="caltrain" width="162" height="90" border="0"
style="position:absolute; top: 391px; left: 413px;z-index="0" /></a>
<a href="http://www.smcta.com"><img src="SMCTA_Logo.gif" alt="ta"
width="194" height="90" border="0" style="position: absolute; top:
393px; left: 596px; z-index: 0" /></a>

<script type="text/javascript">
//SYNTAX: tabdropdown.init("menu_id", [integer OR "auto"])
tabdropdown.init("bluemenu")
  </script>
</body>

</html>
```

Appendix J: Testing of Individual Modules

The individual modules are the different pages for the website. The SJSU team will perform testing that includes:

- A test to ensure that all links to make sure users are directed to the proper web page, alignment of images and text are appropriate, staff directory search functions and web page content is correct. (A 100% test)
- A test to make certain that every function (such as drop down menus) performs appropriately and is 100% accurate.

The testing will be preformed by Matt Fong or Tony Shum from outside the office firewall (remotely) and during the Monday 9 AM meetings at SamTrans. Testing will be done every time something is broken, until 100% of the test is passed. This is to make certain that the web page functions properly when a user is connected in the office and from remote locations. Testing will also be preformed to make sure the staff directory search functions properly.

Appendix K: Testing of the Individual Product Components

The testing of the web pages will be tested by Matt Fong or Tony Shum outside of the office firewall (remote connection) and during the Monday 9AM meetings at the San Mateo County Transit District offices. Testing will be done every time something is broken, until 100% of the test is passed. This is to ensure that the links, news items are properly functioning when a user is connected in the office and from remote locations.

Appendix L: Testing of the Product

This test will be implemented by Matt Fong during the Monday 9AM weekly meetings at the San Mateo County Transit District Offices. He will be testing while connected directly to the network to make certain that the functions of the website are working properly. The testing will be scheduled for the week of November 23. We will inform our sponsors if this changes.

	Testcase1	Testcase2	Testcase3	Testcase4
Function1:	Tested all links	All Images	The Content of	Alignment of

Webpage Homepage Data entry	on top Navigational Bar, Side bar, and in the various News sections, Special Offers, Jobs, and Safety areas. All works have been corrected to 100% completion. Depot Administrator, previous depot, and login links work correctly	display correctly, and load correctly. All three of the sidebar link icons load correctly with the accordion drop down menu, and the two top images of the page load correctly.	the links is loading correctly, as it was double checked both with the previous site. The news items have been updated as of 11/21/08, and the links are working properly. The staff search bar is up and running, and the content loading in the results page is loading correctly. The various links on both the navigational bar and the side bar link to the correct pages.	images, links, navigation bars, and overall content is correct. Each news section, and special offers tab has been adjusted to be the same width, and aligned properly on the main page.
Function2: About Us Page	Tested all links on the top navigation bar, and the side bar. All links have been corrected to 100% completion.	All Images, the three on the side bar and top navigational bar load correctly.	All content has been read, and is deemed correct according to the information given from sponsor. All content reflects what sponsor provided. The source of each link on the navigational bar and the side bar, is linked to the correct content.	The alignment of the About Us section is correct, as well as the navigation bar, and the side bar, and the five images that load on the page.
Function 3: Organizational Chart	All Links on the navigational bar, and side bar work correctly on the organizational chart page.	The three sides bar images, the Top two, and the Org chart itself is loading correctly. The Org chart still retains clear, and does not show any signs	The content of the Org chart is correct, as well as the proper placement and linking sources of the various links on the navigational bar.	The alignment of the organizational chart, the navigational bar, and the side bar is correct. Alignment of all 6 images is

		of pixilation.		correct, and the images are loading correctly.

- TC#1: Ensures all links are properly working.
- TC#2: Ensures all images are in place and working.
- TC#3: Ensures content is correct.
- TC#4: Ensures alignment with tables, text and pictures are correct.

Appendix M: Testing of the Product in System Environments

The testing of the website will be done in a Windows XP Operating System with Internet Explorer 6 as the main browser. The server consists of

- Windows 2003 Server running Internet Information Services
- ASP.NET 2.0 with .NET Framework 2.0, 3.0 and 3.5
- SQL Server 2005
- Oracle 10g

Appendix N: Acceptance Testing by Sponsor

From: Vanessa Tam [mailto:vytam@sbcglobal.net]
Sent: Friday, December 05, 2008 8:21 AM
To: 'Likens, William'
Cc: 'Matt Fong'
Subject: RE: Revised Testing procedure

Bill,

Here is the revised testing procedure.

-Vanessa

From: Likens, William [mailto:likensw@samtrans.com]
Sent: Tuesday, December 02, 2008 12:11 PM
To: Vanessa Tam
Subject: RE: Revised Testing procedure

Vanessa,

To me this basically says we will do some testing every Monday. Also, the way things are sectioned is not really relevant (e.g. sections J, I, etc.). It really doesn't say what I expect, like:

- We (the SJSU team) will test each and every single link to make sure it works (a 100% test)
- We will test each and every function to make sure it works (a 100% test of things like search functions, drop-down menus)
- We will test this both remotely, and on-site at SamTrans.
- And testing will be redone every time something is found to be broken, until 100% of the test is passed.

To really be a good test, you would have a check list of all items to be checked, marking off which ones are done and which pass or fail.

Your QA is not working…. At this point I should not be finding anything at all that does not work when your team visits us or hosts a demo online, but this is not the case.

Are you responsible for testing? If so it would be helpful if you test every feature of the site before arriving Monday. This is what I expect before you deliver the product to us.

Thanks,
Bill

From: Vanessa Tam [mailto:vytam@sbcglobal.net]
Sent: Tuesday, December 02, 2008 12:00 PM
To: Likens, William
Subject: FW: Revised Testing procedure

Hi Bill,

I haven't received a reply regarding the revised testing procedure. Please let me know if you have any questions or comments on this.

-Vanessa

From: Vanessa Tam [mailto:vytam@sbcglobal.net]
Sent: Sunday, November 23, 2008 7:45 PM
To: 'Likens, William'
Subject: RE: Revised Testing procedure

Bill,

Attached is the updated testing plan. The individual modules are the different parts of the page that we are testing (links, alignment, content, directory search, etc.). The product component is the web page that we produced. I hope that clarifies. Please let me know if you have any other comments or questions.

Best regards,
Vanessa

Section 1

From: Likens, William [mailto:likensw@samtrans.com]
Sent: Wednesday, November 19, 2008 10:24 AM
To: Vanessa Tam; Bagain, Roderico; 'Tony Shum'; phanpeter43@yahoo.com; 'Matt Fong'
Subject: RE: Revised Testing procedure

Vanessa,

Thanks for the write-up. I would like you to do module and component testing outside of the Monday 9am meeting with me and my staff, as it doesn't need to involve us. You are free to do it on site here after our 9am meetings – we can set up with a computer to work from. Below are some specific comments by section:

Appendix J: Sounds fine.

Appendix K: I'm not sure what a "component" is in the context of this effort. Another test, perhaps something that might be called a component level test, would be to verify that the drops down menus work.

Appendix L: Just to clear, you need to verify that each and every one of the links from the home page actually works. I think you have this covered. I just wanted to emphasize the point. Amongst the links that should work I would include the news items – they should actually link to real items on the current Depot, and the TA, Samtrans, and Caltrain sites, and not just be placeholders. Also the search of the staff directory should work…along with all the other links. The numbers of pages and links to test are few, so I think it reasonable that you do a 100% test of every link. Right now there are many dead links and making them work should be a priority.

After you complete tests covered in Appendix J through L, I'd like you present the product and any associated documentation to us, and we will do testing on our end. If the product passed all your tests it should have no problem with our acceptance testing. I would suggest we do this on December 1 or 8. Our user acceptance test would essentially be the last step in the project.

Bill

From: Vanessa Tam [mailto:vytam@sbcglobal.net]
Sent: Monday, November 17, 2008 8:00 PM
To: Likens, William; Bagain, Roderico; 'Tony Shum'; phanpeter43@yahoo.com; 'Matt Fong'
Subject: Revised Testing procedure

Section 1

Dear Bill,

Here are the revised testing procedures. Please let me know if you have any questions or comments.

Best regards,
Vanessa Tam

Appendix O: Product Deliverables

At the end of the project, December 8, 2008 our team will deliver the following:

- CD with the following content:
  - All webpages and associated files
  - User Guide, Service Guide, Installation Guide, either as a single document or multiple documents.

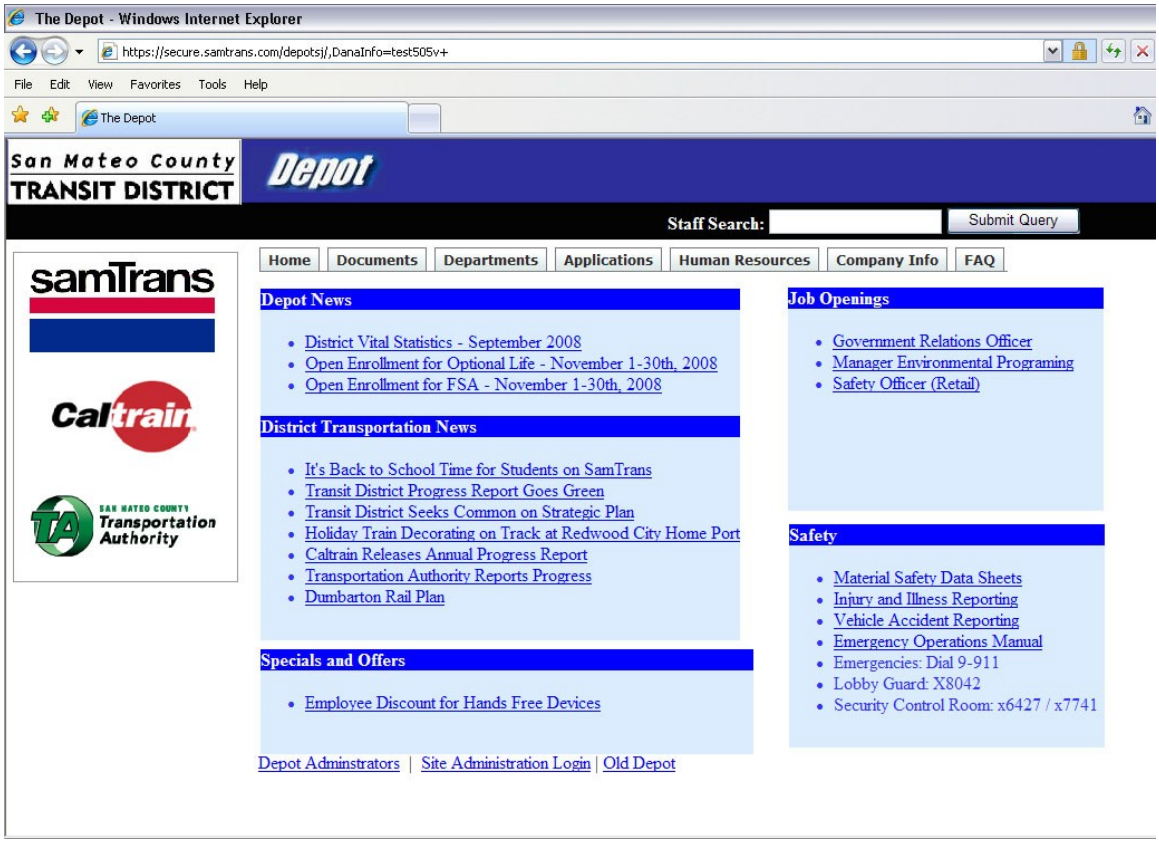
--- End of section 2 ---

Section 3 – Users Guides

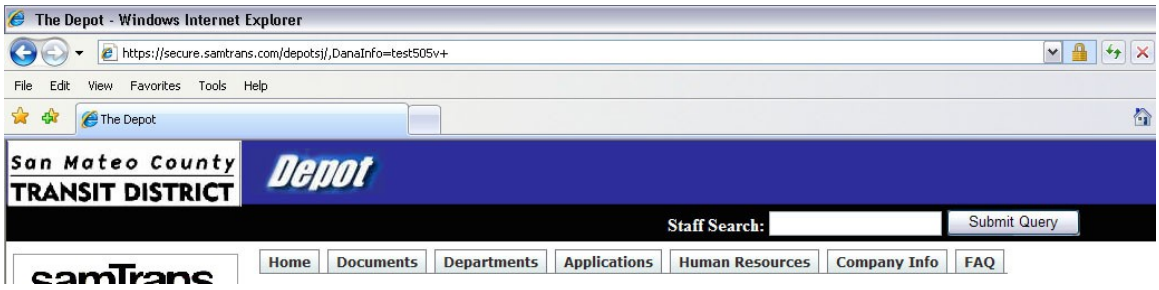
3.0 Product Guides

3.1 User's Guide

We updated the navigational menus on the homepage to help users find main web pages. This user guide will show how to use the navigation. Below is the layout of the homepage:



There is a main navigation bar located at the top of the page that will navigate users to the Home, Documents, Departments, District Web Applications, Human Resources, Company Information, and FAQ pages.



Section 1

To navigate to the main **Home** page, click the button that is labeled “Home” on the menu bar and you will be directed to the home page.

To navigate to the **Documents** page, put your mouse over the “Documents” button on the menu bar. A menu will drop down giving you a list of documents types:

- Forms and Templates
- General Information
- Manuals and Training
- Policies and Procedures

Select the document type of your preference and you will be directed to these documents.

To navigate to the **Department** pages, put your mouse over the “Department” button on the menu bar. A menu will drop down with a list of the following departments:

- Accessible Transit Services
- Accounting Department
- Budget Department
- Bus Transportation
- Capital Program Support
- Contracts and Procurement
- Customer Service
- Distribution
- Engineering and Construction
- Human Resources
- Information Technology
- Maintenance
- Marketing Department
- Operations Planning
- Payroll
- Planning and Development
- Public Information
- Quality Assurance
- Rail Transportation
- Risk Management
- Transportation Authority program
- Treasury Department

Select the Department of your preference and you will be directed to the Department’s page.

To navigate to the **Applications**, put your mouse over the “Applications” button on the menu bar and you will be directed to web applications. A menu will drop down with a list of the following applications:

- Caltrain Training
- Charity Auction
- Contract Insurance Manual
- Contracts and Procurement

- Contract Templates Online
- Emergency Operations Manual
- Faculty Work Order
- Grand Boulevard Initiative
- Heartwalk
- PeopleSoft Budgets
- PeopleSoft Finance
- Tickets-By-Mail
- TransitSafe
- TransitSafe Training

Select the Application of your preference and you will be directed to the web application.

To navigate to the **Human Resources** page, click the button labeled “Human Resources” on the menu bar. A menu will drop down list will appear with the following options:

- Job Openings
- Employee Services

Select the Human Resources information of your preference and you will be directed to the page.

To navigate to the **Company Information** page, click the button labeled “Company Information” on the menu bar. A menu will drop down list will appear with the following options:

- Organization Chart
- About Us
- IT Help Desk
- Links

Select the Company Information of your preference and you will be directed to the information.

To navigate to the **FAQ** page, click the button labeled “FAQ” on the menu bar. A menu will drop down list will appear with the following options:

- Report A Stranger in the Building
- Request a Lost/Stolen Replacement Badge
- Reserve a Conference Room

Select the information of your preference and you will be directed to the page.

In addition, there is another navigation menu located at the left of the home page. It guides users to relevant information based on the three districts: SamTrans, Caltrans and the Transportation Authority.

Section 1

In addition, there is another navigation menu located at the left of the home page. It guides users to relevant information based on the three districts: SamTrans, Caltrans and the Transportation Authority.

The SamTrans navigation will list the following:

- Board Meetings
- Public Site
- General Information
- News
- Shuttles
- Schedules

Section 1

- Paratransit
- Contracts and Procurement
- Index.

The Caltrain navigation will list the following:

- Board Meetings
- Public Site
- General Information
- News
- Shuttles
- Schedules
- Stations
- Safety
- Public Meetings
- Contracts and Procurement
- Index

The Transit Authority navigation will list the following:

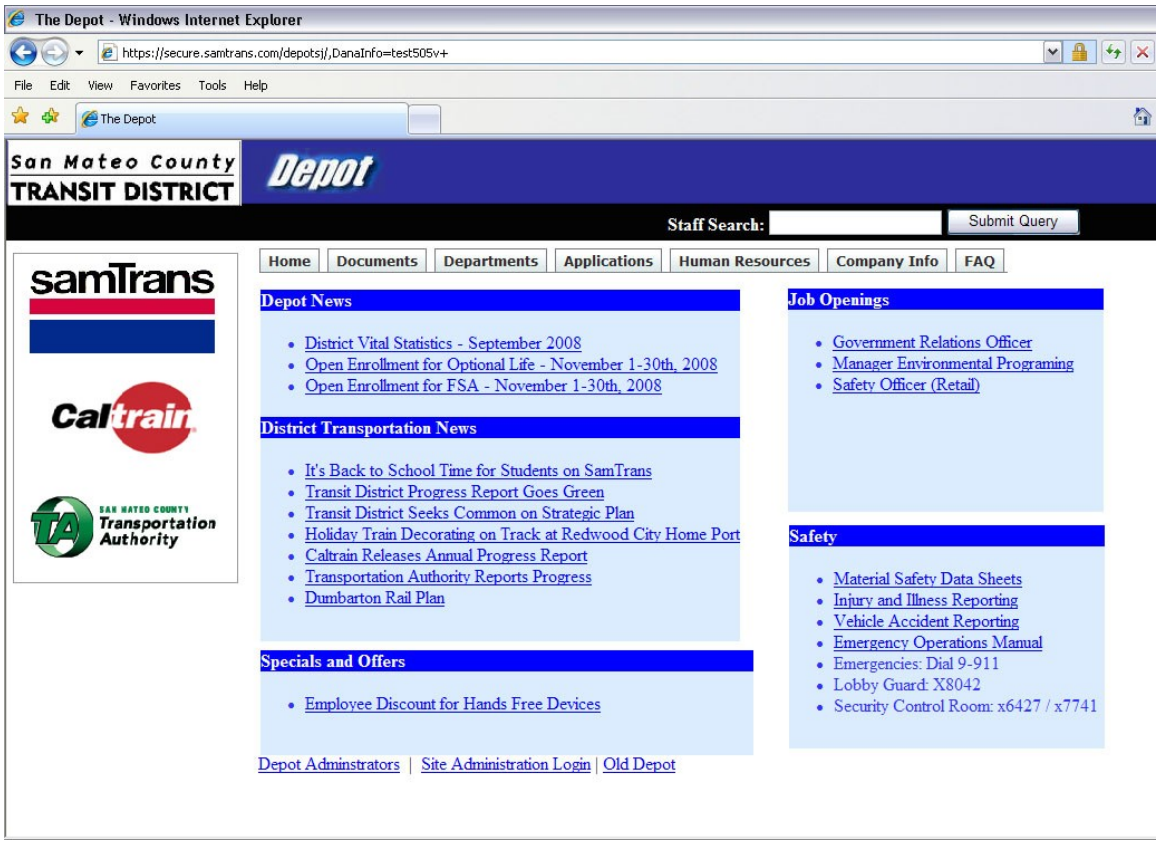
- Board Meetings
- Public Site
- General Information
- Transportation Management
- Commute Alternatives
- Streets and Highways
- Local Share
- Index

The following is an example of how this navigation can be used. To find Board Meetings for Caltrans, click on the Caltrans logo. A menu will drop down with links. Click on the Board Meetings link. The link will direct you to the website for Caltrans' Board Meetings.

3.2 Service Guide

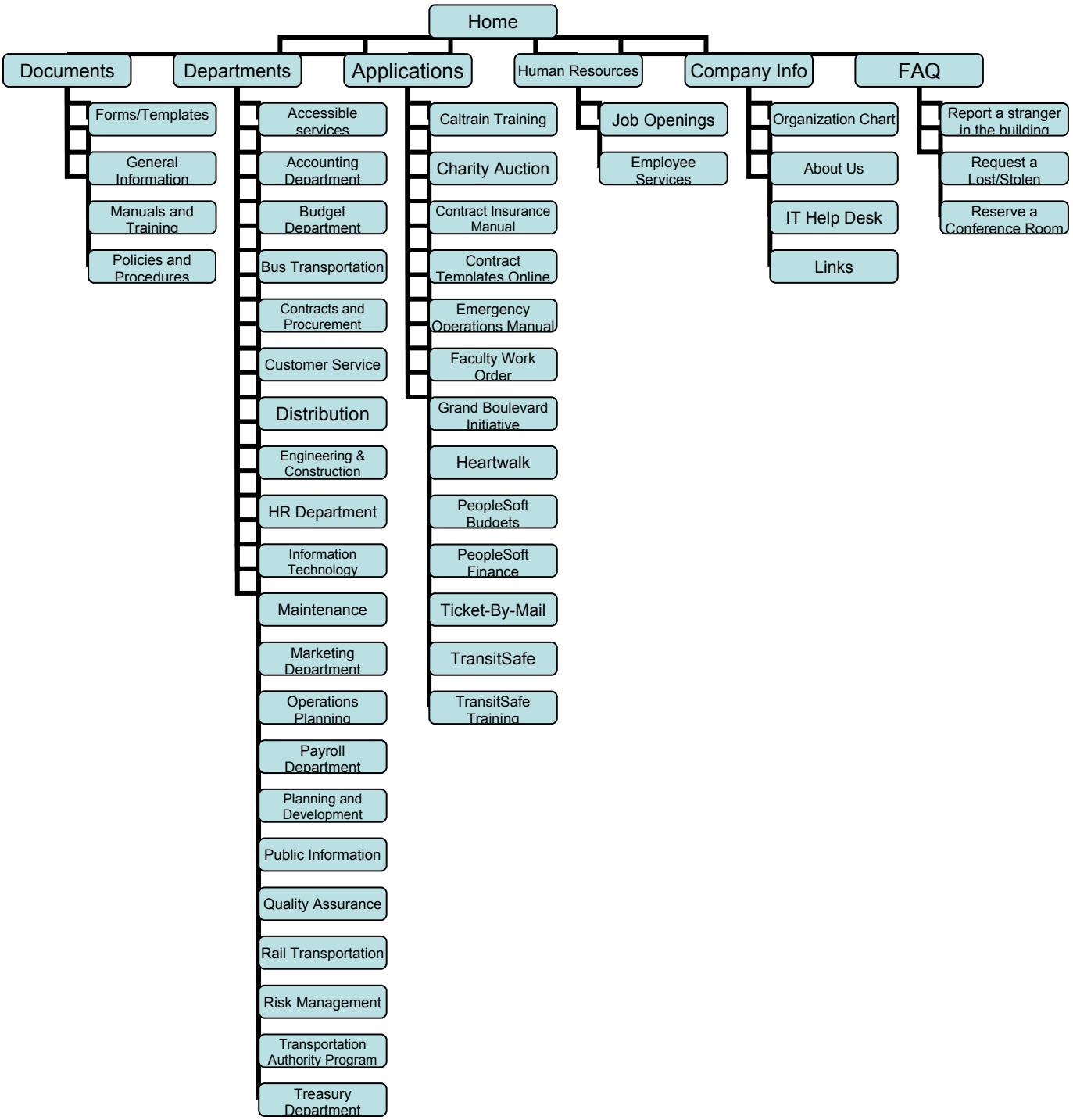
Below is the main Home Page:

Section 1

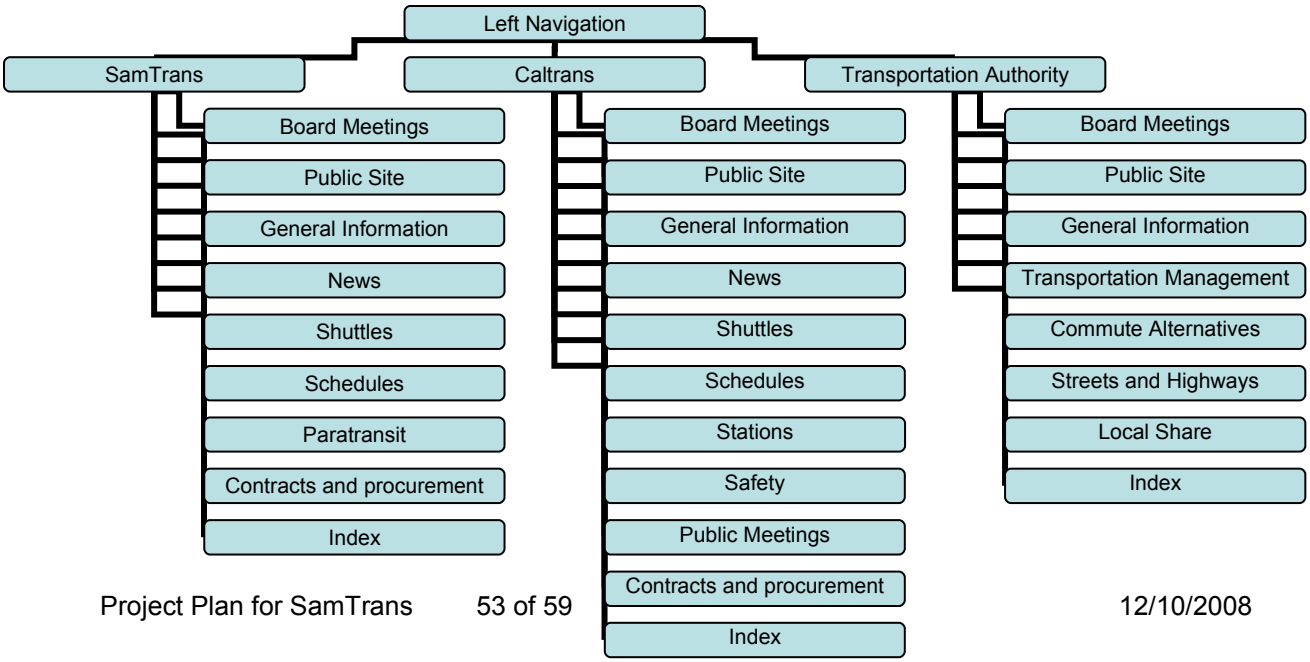

The Depot - Windows Internet Explorer
https://secure.samtrans.com/depotsj/,DanaInfo=test505v+
File Edit View Favorites Tools Help
The Depot
San Mateo County TRANSIT DISTRICT
Depot
Staff Search:
Submit Query
Home
Documents
Departments
Applications
Human Resources
Company Info
FAQ
samTrans
Caltrain
SAN MATEO COUNTY Transportation Authority
Depot News
District Vital Statistics - September 2008
Open Enrollment for Optional Life - November 1-30th, 2008
Open Enrollment for FSA - November 1-30th, 2008
District Transportation News
It's Back to School Time for Students on SamTrans
Transit District Progress Report Goes Green
Transit District Seeks Common on Strategic Plan
Holiday Train Decorating on Track at Redwood City Home Port
Caltrain Releases Annual Progress Report
Transportation Authority Reports Progress
Dumbarton Rail Plan
Specials and Offers
Employee Discount for Hands Free Devices
Job Openings
Government Relations Officer
Manager Environmental Programing
Safety Officer (Retail)
Safety
Material Safety Data Sheets
Injury and Illness Reporting
Vehicle Accident Reporting
Emergency Operations Manual
Emergencies: Dial 9-911
Lobby Guard: X8042
Security Control Room: x6427 / x7741
Depot Adminstrators | Site Administration Login | Old Depot

Section 1

Below is the basic architecture of the top navigation link:



Below is the basic architecture of the left navigation link:



Problems that may occur:
SamTrans' system programmer should check if there any files missing or corrupted. Our site depends on few key files to make it works. Those files are "sytlesheet.css", ddaccordion.js", and "jquery-1.2.6.pack.js.

Stylesheet.css contains instruction that tells the browser how to render the site correctly (e.g. the layout, font, positioning of image, etc).

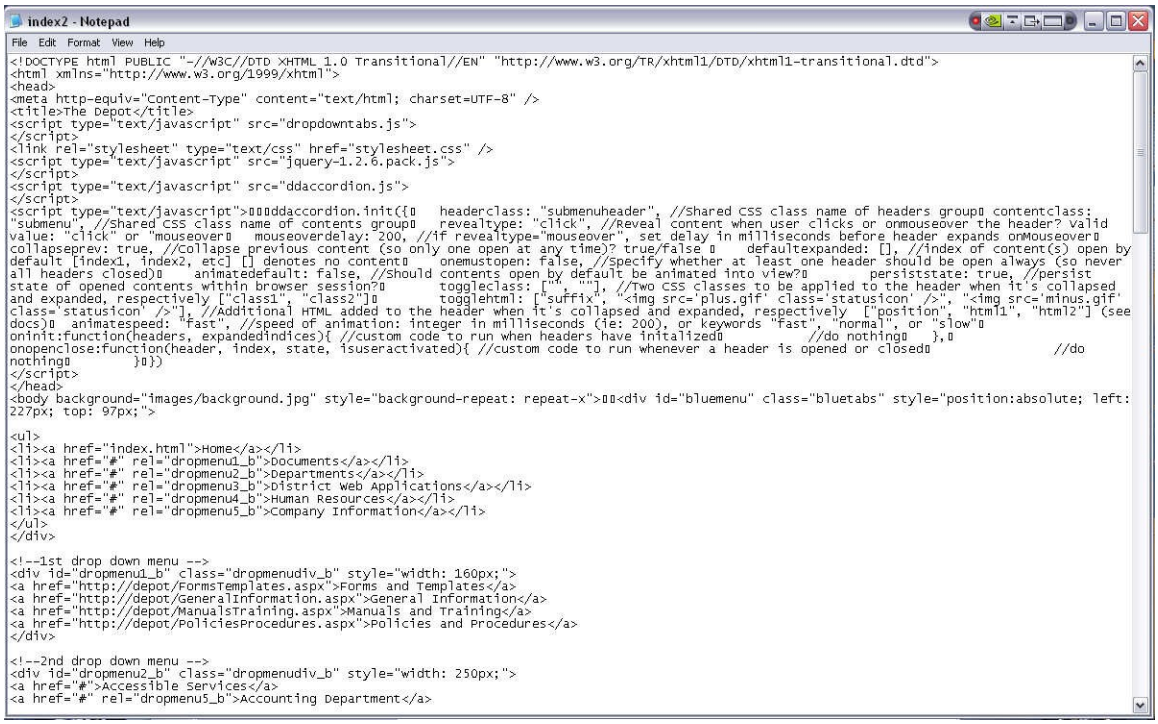
ddaccordion.js contains the necessary java script code for the drop down menu to work.

jquery-1.2.6.pack.js contains the necessary java script code for the left menu to work.

Depend on the error the programmer should target find the answer from those file. (e.g. if the page layout is mess up, the programmer should look at the sytlesheet.css file to see if anyone has recently edit that file, if the file has been edited recently, talk to the person who edited and make tell him/her to correct it.)

Maintenance and upkeep for the front webpage of the new Depot site is rather easy. It pertains updating the index.html file in the root folder of the directory. For the most part, the main things you may want to edit include the navigation bar, and the various news and job offering portions of the webpage. For the navigational bar, it is rather simple to edit both areas if you are fairly acquainted with the hypertext markup language. The use of other web editing software can also be used to edit the index file, such as Adobe's Macromedia Dreamweaver, or Microsoft's FrontPage. When opened in textpad, it should look something like this:

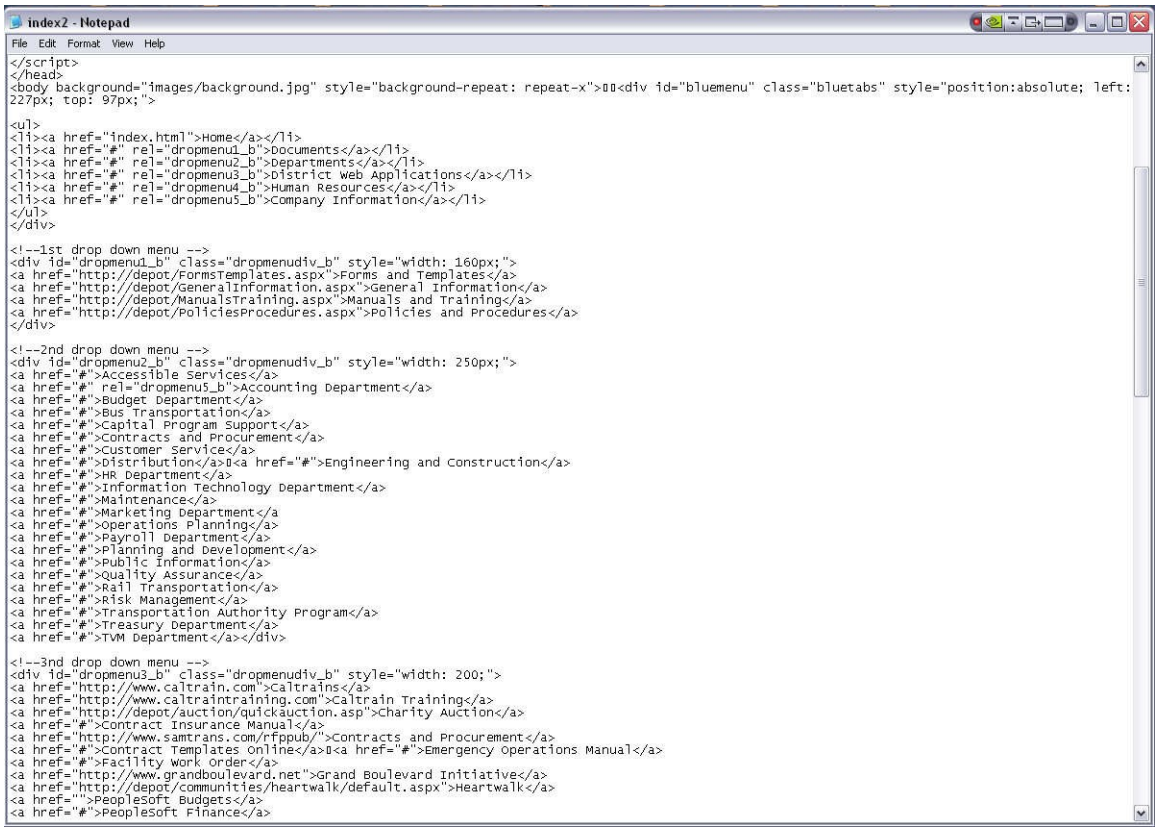
Section 1



Navigational Bar Editing:

To first edit the navigational bar, you must open the default.aspx file in a text edit program, such as Word Pad or Text Pad. You first must open Word Pad or Text Pad, and click file-> open to select the index file from the root file. Once the text pad has loaded the file, you will need to scroll down the file until you see this. It should be right underneath the beginning of the body tag (<body background…>).

Section 1



Here you will find the portion of navigational bar that you would like to edit. More than likely, you are looking to edit one of the drop-down menus. For the most part, the main drop-down menus will remain the same, so here is a list of the various areas you will need to find in order to edit the given menu.

Documents Drop Down	Dropmenu1_b
Departments Drop Down	Dropmenu2_b
District Web Applications Drop Down	Dropmenu3_b
Human Resources Drop Down	Dropmenu4_b
Company Information Drop Down	Dropmenu5_b
FAQ Drop Down	Dropmenu6_b

You can access these various areas, by finding the corresponding drop menu in the div tags id property. Here is an example of the first drop down, the documents drop down div tag.

```
<!--1st drop down menu -->
<div id="dropmenu1_b" class="dropmenudiv_b" style="width: 160px;">
<a href="http://depot/FormsTemplates.aspx">Forms and Templates</a>
<a href="http://depot/GeneralInformation.aspx">General Information</a>
<a href="http://depot/ManualsTraining.aspx">Manuals and Training</a>
<a href="http://depot/PoliciesProcedures.aspx">Policies and Procedures</a>
</div>
```

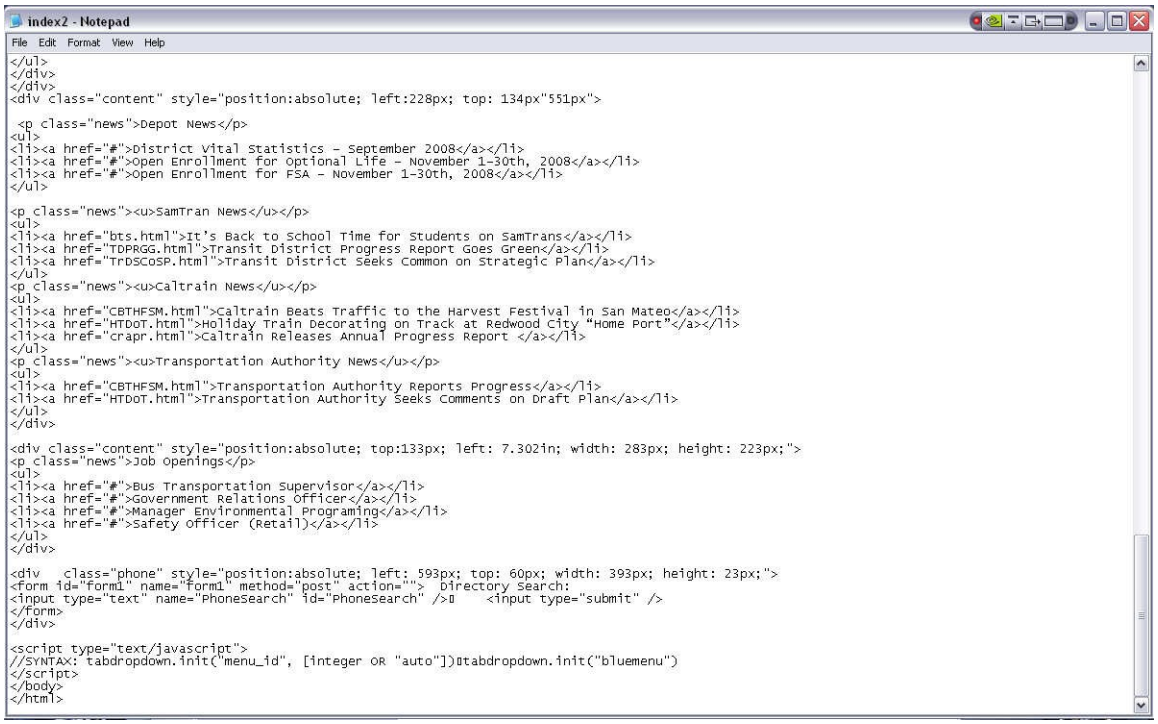
As you can see, there are various “” tags, which symbolize a separate link within the drop down menu. Be sure to take your time when looking for the drop down menu you would like to edit, as it can be really easy to input the wrong link onto the wrong drop down menu. Be sure to double check with the table above that you are editing the correct drop down menu. You can edit the code in the href= “#” area (in this case it would be editing the # sign), to link it to a different page within your website. This is where you would put the location of the page you

want it to link to. After the ending bracket ">", and before the "" tag is where you would want to put the text that you would like the end-user to see. Here you can change the names of the link on the drop down.

Adding a drop down involves copying the entire "<A>" tag, and changing those two variables to make it link to a given page. Any time you are editing the drop down menu, you will need to adjust both the "href=" area of the tag, and also the text in between the two "<a>" tags. Both will be needed in order for the link to work. When adding new drop down links, be sure to add the lines of code in on a separate line in the text pad, as it will be a lot easier to see what you are editing with each menu item on a different line. You can delete items within the drop down menu also, by deleting the entire line of code. This concludes the tutorial to editing links in the drop down navigational bar.

News and Job Opening Areas:

To edit the news and job opening areas, you will first have to find the div tag at which the news and jobs are being posted from. Here is a screenshot of each, editing both is very similar, as the two division are coded the same.



Editing the division is rather simple. The area you will be editing will be underneath the <div class="content…>…. area. This controls the box of where the content you will be editing will occur. As you can see, the tag surrounds the headlines for the various news or job openings. Whatever text is between those two tags will show up in white, with a blue background. This is where you are able to input headlines for news or jobs, or their respective titles. Below it, is the code with the various listed items for the news. This is where, you can put small clips of the data in order to put a small description of the news article at which you would like to link to it. The code should look like this: new news. Basically, the "new news" text is the text that you would change to the short description of the article you would like to link. In the href= portion, you will need to paste in the location at which you would like the link to lead to. You can do this by pasting in the URL (Uniform

Section 1

Resource Locator) for the specific page you want to link it to. If it is going outside to the world wide web, it must first have http:// in the beginning. If it is a directory, you can use the "/" to separate folders, with the folder name in between the "/". An example of this would be "/news/samtrans/newnews.html". Be sure to make sure that the URL is located in between a set of quotations after the "href=" portion of the code.

For the most part, editing the either of the two areas is very simple, but can be tedious if there is a lot of information to be added. Be sure each article or item you are adding is in a separate "
" form, so that it will show up as a different list item on the page. You can delete older items, by deleting everything between and including the "
" tags. This concludes the tutorial on editing the two news and jobs boxes on the main index webpage.

3.3 Installation Guide

Currently our group is still in the designing phase of the project, the installation part of the project plan will be written in the future version of the Project Plan. However, here is the layout of the installation guide.

Implementation of the Intern site
At the end of the project, we will deliver the product as a CD-ROM disc. Here are the steps for the sponsor to implement the files located on the CD-ROM to the internal site on their system.

Implementation Requirement

- CD-ROM drive
- A web server
- Web hosting software (IIS or Apache)
- Web Browser (such as Internet Explorer)

Before Implementation

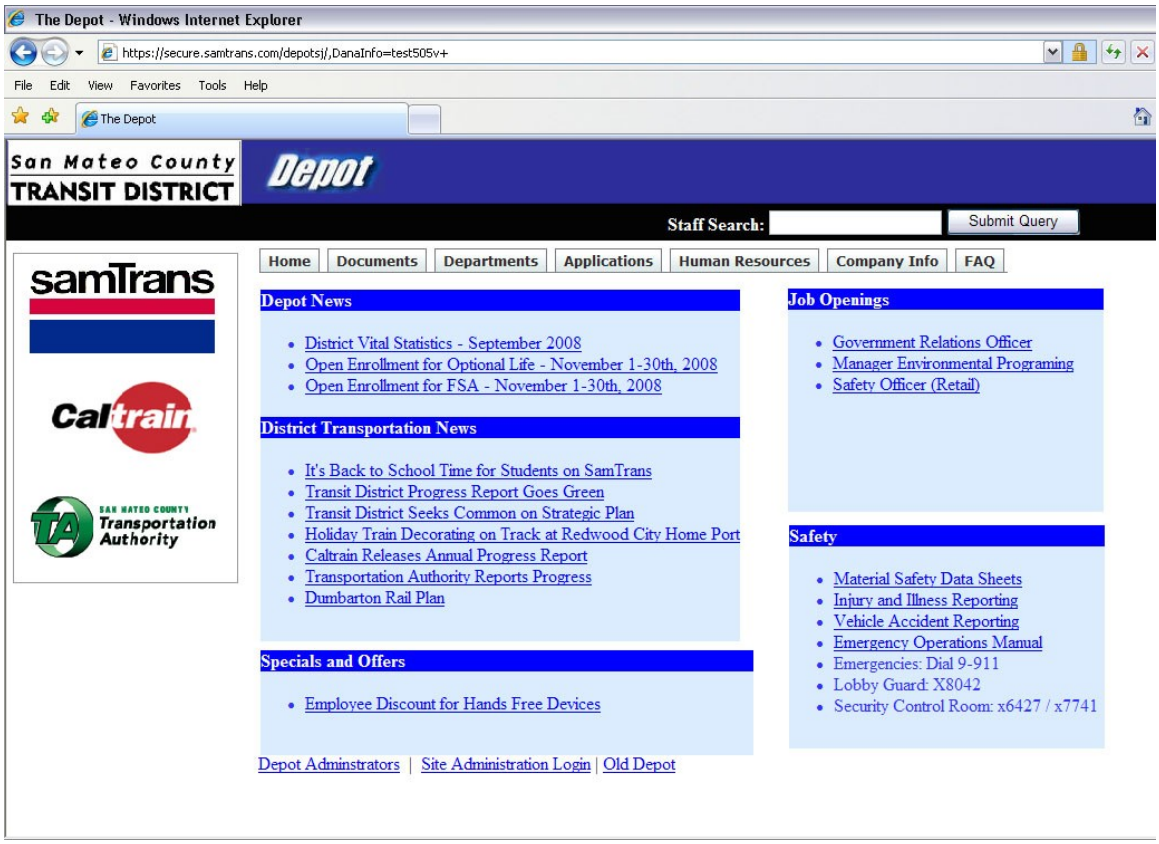
1. Prepare the system with all the necessary software like IIS or Apache to host the intern website.
2. Insert the CD-ROM disk into the CD-ROM drive.

Implement the site

1. Unzip the all the file to the desktop.
2. Move all the files into the web-enable folder within the server.

After installation
You will be able to open the web files with Internet Explorer. The layout of the website will be different from the current. A screen shot of our layout is pictured below for reference.

Section 1


The Depot - Windows Internet Explorer
https://secure.samtrans.com/depotsj/,DanaInfo=test505v+
File Edit View Favorites Tools Help
The Depot
San Mateo County TRANSIT DISTRICT
Depot
Staff Search:
Submit Query
Home
Documents
Departments
Applications
Human Resources
Company Info
FAQ
samTrans
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It's Back to School Time for Students on SamTrans
Transit District Progress Report Goes Green
Transit District Seeks Common on Strategic Plan
Holiday Train Decorating on Track at Redwood City Home Port
Caltrain Releases Annual Progress Report
Transportation Authority Reports Progress
Dumbarton Rail Plan
Specials and Offers
Employee Discount for Hands Free Devices
Job Openings
Government Relations Officer
Manager Environmental Programing
Safety Officer (Retail)
Safety
Material Safety Data Sheets
Injury and Illness Reporting
Vehicle Accident Reporting
Emergency Operations Manual
Emergencies: Dial 9-911
Lobby Guard: X8042
Security Control Room: x6427 / x7741
Depot Adminstrators | Site Administration Login | Old Depot